

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 14-17
	<b>DATE</b> February 28, 2018

**TO:** STATE WORKFORCE AGENCIES

**FROM:** ROSEMARY LAHASKY  
Deputy Assistant Secretary

**SUBJECT:** 2018 National Association of State Workforce Agencies Unemployment Insurance Integrity and State Information Data Exchange System Symposium

1. **Purpose.** To announce the 2018 National Association of State Workforce Agencies (NASWA) Unemployment Insurance (UI) Integrity and State Information Data Exchange System (SIDES) Symposium, being held on April 11-12, 2018, in Houston, Texas.
2. **Background.** The U.S. Department of Labor's Employment and Training Administration (ETA) is sponsoring the 2018 UI Integrity and SIDES Symposium, in collaboration with NASWA. The purpose of this two-day event is to provide state staff the opportunity to share technical information and successful practices to promote UI integrity. It also will provide an opportunity to bring together industry professionals, including vendors, third-party administrators, and employers, to facilitate SIDES-related business and technical discussions.

Historically, the UI Integrity Symposium and the SIDES Training Seminar have been held as separate events. Because SIDES is an integral part of UI integrity, the two events are being brought together. This year's combined event will offer several shared plenaries and workshops in specific areas of common interest, as well as distinct tracks for Integrity and SIDES sessions. The target audience for the overall event is UI Directors, Benefit Payment Control and Recoveries Managers and staff, UI Benefit and Tax Managers, and other appropriate staff, as determined by states. In addition, Adjudication Managers, state and employer/TPA SIDES liaisons, and SIDES IT system analysts and programmers may have a special interest in the SIDES sessions.

The Integrity symposium agenda track will focus on practical, budget-friendly solutions to UI integrity challenges that are transferable across states. Sessions and workshops will highlight low-cost strategies that states have used to reduce improper payments, tackle root causes, prevent fraud, collect improper payments, and promote administrative efficiencies. Sessions will address identity theft, behavioral insights that can be leveraged to promote integrity, integrity in UI tax/contributions, and states' strategies and successful practices in keeping up with fraudsters' changing approaches to committing UI fraud.

The SIDES symposium agenda track will highlight how SIDES enhances UI integrity efforts, including state implementations and processes identified as successful practices. Some of the workshop topics will include: the benefits of implementing SIDES exchanges; state marketing

strategies for engaging employer participation in SIDES; successful practices for including SIDES in modernization projects; and using SIDES throughout the lifecycle of the claim.

For both tracks, the event also will serve as a forum for exchange of information and networking among peers, provide an opportunity to ask questions and to present the position of one's own state on program-integrity related topics during discussion sessions, and to listen to others.

3. **Conference Location.** The 2018 NASWA UI Integrity and SIDES Symposium will be held on April 11-12, 2018, at the Hyatt Regency Houston Hotel, 1200 Louisiana Street, Houston, Texas 77002.

4. **Travel Costs.** ETA recognizes that state efforts are critical in reducing fraud and improper payments in the Federal-state UI program and in utilizing SIDES to enhance UI integrity, and encourages two full days of state participation at this symposium by assisting states with travel costs for this event. Reimbursements will be provided to states in accordance with the following processes:

- **For attendance at the UI Integrity Sessions:** NASWA will provide up to \$4,000 to each participating state in total reimbursement to help cover travel costs for up to six participants to primarily attend the UI Integrity sessions at the symposium. Allowable travel costs include transportation, hotel lodging, per diem costs (consistent with the General Services Administration schedule or the state's out-of-state per diem requirements, whichever is less), and minor incidental costs, like parking. States will only be reimbursed for stays on the nights of April 9 – 12, 2018.

After the symposium, NASWA will issue **one** reimbursement check per state for all participants from that state who were registered for and primarily attended the UI Integrity sessions, upon receipt of an invoice summarizing travel costs incurred. The invoice to NASWA should include the name of the attendees, total travel expenses paid per attendee, total reimbursement amount being submitted, and copies of all corresponding receipts to support the reimbursement, as required by that state's travel policy.

The invoice and documentation, including mailing instructions for the check (attention of individual or department, and address), must be scanned and emailed to [integrity-sides@naswa.org](mailto:integrity-sides@naswa.org). Please indicate in the email subject line that the reimbursement request pertains to attendance at the UI Integrity Symposium. Attending states should submit their invoices no later than July 31, 2018. Invoices submitted after July 31, 2018, will not be honored.

- **For attendance at the SIDES Sessions:** NASWA will provide up to \$2,000 per state to help cover travel costs to primarily attend the SIDES sessions at the symposium. Allowable travel costs include transportation, hotel lodging costs, per diem costs (consistent with the General Services Administration schedule or the state's out-of-state



per diem requirements, whichever is less), and minor incidental costs, like parking. States will only be reimbursed for stays on the nights of April 9 – 12, 2018.

After the symposium, NASWA will issue **one** reimbursement check per state for all participants from that state who were registered for and primarily attended the SIDES sessions, upon receipt of a single invoice summarizing travel costs incurred. The invoice to NASWA should include the name of the attendees, total travel expenses paid per attendee, total reimbursement amount being submitted, and copies of all corresponding receipts to support the reimbursement, as required by that state's travel policy.

The invoice and documentation, including mailing instructions for the check (attention of individual or department, and address), must be scanned and emailed to [integrity-sides@naswa.org](mailto:integrity-sides@naswa.org). Please indicate in the email subject line that the reimbursement request pertains to attendance at the SIDES Symposium. Attending states should submit their invoices no later than July 31, 2018. Invoices submitted after July 31, 2018, will not be honored.

Reimbursement checks will be paid within approximately four weeks after expense reimbursement documentation is received.

5. **Conference Registration.** There is no registration fee to attend the symposium. However, registration is required and can be completed at:

<http://www.naswa.org/meetings/UISymposium2018/?action=home>.

6. **Hotel Information and Reservations.** Hotel accommodations may be arranged with the Hyatt Regency Houston Hotel, 1200 Louisiana Street, Houston, Texas 77002. A block of rooms has been held under the name “National Association of State Workforce Agencies Conference” at the average nightly rate of \$137.00 (the prevailing government per diem rate), plus tax (currently at 17%). The special room rates are available April 9 - 12, 2018.

Reservations must be made by Monday, March 19, 2018, to obtain a room at the conference rate. Cancellations must be made up to 48 hours by 3:00 p.m. CST the day of your arrival, or first night's room and tax will be charged. These charges will not be reimbursed by ETA or NASWA.

Attendees may make reservations at <https://aws.passkey.com/go/NASWASIDES2018> or by calling the Hyatt Regency Houston's Reservations Department at (888) 591-1234, and mentioning the room block name of National Association of State Workforce Agencies Conference.

7. **Additional Information.** Attendees should be aware that meals and beverages will not be provided at the event and plan accordingly.

8. **Action Requested.** State Administrators are encouraged to share this information with appropriate staff and are encouraged to authorize staff to attend and/or present at the NASWA UI Integrity and SIDES Symposium.
9. **Inquiries.** Inquiries should be directed to [integrity-sides@naswa.org](mailto:integrity-sides@naswa.org) or Brad Wiggins at [wiggins.brad@dol.gov](mailto:wiggins.brad@dol.gov).